

LAS VEGAS POLICE DEPARTMENT	ADMINISTRATION
SUBJECT: <i>Gratuities, Rewards, and Witness Fees</i>	NUMBER: <i>ADM.40</i>
EFFECTIVE DATE: <i>9 September 2010</i>	REVIEW DATE:
AMENDS/SUPERSEDES:	APPROVED: 
NMMLEPSC STANDARDS:	NMSA:

I. PURPOSE:

The purpose of this policy is to ensure the efficient and effective management of gratuities, rewards and witness fees function by providing administrative guidance that identifies the responsibilities and processes within the uniform components of the department.

II. POLICY:

It is the policy of the Las Vegas Police Department to manage the function of gratuities, rewards, and witness fees in an effective and efficient manner by coordination the efforts of uniform and organizational components as provided in this policy.

III. APPLICABILITY

This policy is applicable to all sworn and non-sworn employees of the Las Vegas Police Department.

IV. REFERENCES:

None

V. DEFINITIONS:

A. Gratuities-Optional payment given in addition to a required payment, usually to express appreciation for excellent service; here also called *gratuity*.

B. Rewards-Outcome that gives an individual internal (personal) satisfaction such as that derived from a job well done.

C. Witness Fees-

VI. PROCEDURE:

Employees shall not solicit or accept rewards, presents, gratuities, or compensation other than that paid by the City, or as provided for by City Ordinance or Department Policy, for services performed in the line of duty.

- A. Any reward, gratuity, present, or unauthorized compensation shall not be received by any Officer or other personnel of the LVPD.
- B. No employee shall use his/her badge, uniform, identification card, or Official position to solicit special privileges for him or herself or others such as:
- C. Employees shall not solicit witness fees for responding to a legally constituted subpoena and testimony in criminal or civil courts to be paid while on duty. Unsolicited witness fees shall not be accepted by Officer who is on duty (getting paid by the City, using City vehicle). An Officer may collect witness fees if he is off-duty (not getting paid by the City or using a City vehicle).
- D. Some business people extend their appreciation to the Police or actually want the visibility of the Police presence at their businesses by offering Police Officers free coffee, as an example. Accepting a free cup of coffee, as an example, should not be considered as a reward or gratuity unless the Officer solicits the service by use of his/her Official position or is doing special favors for the business people in question as a result of their offer.

VII. ATTACHMENTS:

None